

Important information about this form:

- Fill out this form to setup, remove, or change recurring monthly withdrawals to your Alabama ABE account.
- You must have an open account to use this form. If you need to sign up, go online to [www.AlabamaABE.gov](http://www.AlabamaABE.gov) or use an Enrollment Form before completing this form.
- We are required to file an IRS Form 1099-QA when you make a withdrawal from your account.
- Withdrawals may have tax consequences depending on how the distribution is used. You should consult your tax advisor.
- A Medallion Signature Guarantee is required for any withdrawals over \$50,000 or any withdrawals to 3rd parties.
- Keep any receipts for eligible expenses once the money from this account is used.
- Make sure you use black ink. Type or print clearly in capital letters.

**Need help?**

Give us a call Monday – Friday  
from 8am – 7pm CT at  
**1-833-711-2253**

Individuals with speech or  
hearing disabilities may dial **711**  
to access Telecommunications  
Relay Service (TRS) from a  
telephone or TTY.

**Mail the form to:**

Alabama ABE  
P.O. Box 9894  
Providence, RI 02940-8094

**Overnight Mail:**

Alabama ABE  
4400 Computer Drive  
Westborough, MA 01581

## 1 Alabama ABE account information

\_\_\_\_\_  
Name of the Beneficiary on the ABE account (First and last)

\_\_\_\_ \_  
Beneficiary's Social Security or Taxpayer Identification Number

\_\_\_\_ \_  
Alabama ABE account number

## 2 Instructions

- ☐ Stop all monthly withdrawals from this account (skip to Step 7)
- ☐ Change all monthly withdrawals from this account (complete Steps 3, 4, and 7)
- ☐ Create a new monthly withdrawal from this account (complete Steps 3, 4, and 7)



### 3 Choose the type of withdrawal

- ☐ Direct deposit into the bank account connected to this account (Fill out Step 5 and 7)  
If there is more than one bank account connected to the account, you'll have to select which bank you want to receive the deposit. There will be a 30-day hold if there was a recent change to the banking information.
- ☐ A check sent to the mailing address on the account (Fill out Step 7)  
There will be a 30-day hold period for check withdrawals if you recently changed the mailing address.  
Please note: There is a \$2.50 fee for withdrawals issued via check.
- Who should we make the check out to? ☐ Beneficiary ☐ Authorized Legal Representative
- ☐ A check sent to a third party (Fill out Step 6, 7 and 8)  
Please note: There is a \$2.50 fee for withdrawals issued by check.

\* A note on when withdrawals will be deducted from your account: If the Withdrawal Day you've selected falls on a regular business day, your withdrawal will be deducted from your account two business days prior to the Withdrawal Day. If the Withdrawal Day you've selected falls on a weekend or a holiday, the withdrawal will be deducted from your account on the next Business Day. The withdrawn amount should reach your bank account within 2–5 business days.



### 4 Monthly withdrawal setup

Tell us how much you want to withdraw from your account each month. There is a \$5 minimum withdrawal from each portfolio you select.

Conservative Portfolio

\$ \_\_\_\_\_ , \_\_\_\_\_ . \_\_\_\_\_  
Amount

Moderate Portfolio

\$ \_\_\_\_\_ , \_\_\_\_\_ . \_\_\_\_\_  
Amount

Aggressive Portfolio

\$ \_\_\_\_\_ , \_\_\_\_\_ . \_\_\_\_\_  
Amount

FDIC Savings Fund

\$ \_\_\_\_\_ , \_\_\_\_\_ . \_\_\_\_\_  
Amount

\_\_\_\_\_

Withdrawal Day (1 – 28)\*

If you don't pick a date, we'll automatically deduct your withdrawal on the 1st of every month.

\$ \_\_\_\_\_ , \_\_\_\_\_ . \_\_\_\_\_  
Total withdrawal amount

\* A note on when withdrawals will be deducted from your account: If the Withdrawal Day you've selected falls on a regular business day, your withdrawal will be deducted from your account the same day. If the Withdrawal Day you've selected falls on a weekend or a holiday, the withdrawal will be deducted from your account on the next Business Day. The withdrawn amount should reach your bank account within 2–5 business days.



**5 Bank account information**

Attach a voided check or copy of your bank statement showing the name, address, the account number and complete the bank information below. (Please do not staple, use a paper clip for the check).

What type of documentation are you including to verify this bank account?

☐ Voided check

☐ Bank statement

Bank account type ☐ Checking ☐ Savings

\_\_\_\_\_  
Name on bank account

The first and last name on the bank account needs to be the same as either the Beneficiary or the Authorized Legal Representative.

\_\_\_\_\_  
Bank name

\_\_\_\_\_  
Bank routing number

\_\_\_\_\_  
Bank account number

Need help?

You can find your bank information on the bottom of one of your checks here:

⑆000000000	⑆000000000000	⑆1000
Routing Number	Account Number	



### 6 Third-party information

Payable to

Contact name

Memo line

Mailing address

Street address 1

Street address 2

City

State

ZIP Code

**7 Sign the form**

By signing this form, you're confirming that the information provided is accurate, and true and that you agree and certify that:

- If I selected Stop all monthly withdrawals from this account, or Replace all monthly withdrawals from this account:
  - I understand that all currently active monthly withdrawals from this account will be cancelled.
  - I understand that my request will become effective once processed by the Program and that the Program must receive my request at least 1 business day before I want it to become effective.
- If I selected Create a new monthly withdrawal from this account, or Replace all monthly withdrawals from this account:
  - I understand this authorizes the Program to initiate recurring withdrawals from my ABE United account and to either: (i) make recurring deposits to my bank account; (ii) send checks to my address; or (iii) send checks to a third party on the Withdrawal Day each month for the total withdrawal amount.\*
  - I understand that if there is not enough money in my account to complete the recurring withdrawal or if the withdrawal amount is greater than 90% of my account balance, it will fail.
  - I may cancel these recurring monthly withdrawals by using this form.

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Signature of Beneficiary or Authorized Legal Representative

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Date (mm/dd/yyyy)

\* A note on when withdrawals will be deducted from your account: If the Withdrawal Day you've selected falls on a regular business day, your withdrawal will be deducted from your account the same day. If the Withdrawal Day you've selected falls on a weekend or a holiday, the withdrawal will be deducted from your account on the next Business Day. The withdrawn amount should reach your bank account within 2–5 business days.



### 8 Medallion Signature Guarantee

Keep in mind that:

- You're providing the following information as underwritten certification that your signature is genuine.
- You can get a Medallion Signature Guarantee from an authorized officer of a bank, broker, or other qualified financial institution. A notary public doesn't qualify, and you cannot guarantee your own signature.
- Only sign if you are in the presence of an authorized officer providing the Medallion Signature Guarantee.

I certify that the information provided herein is true and complete in all respects, and that I have read and understand, consent, and agree to all the terms and conditions of the Plan Disclosure Booklet.

\_\_\_\_\_  
Signature of Beneficiary or Authorized Legal Representative

\_\_\_\_\_  
Signature Guarantor

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Institution

\_\_\_\_\_  
Date (mm/dd/yyyy)

Have the Authorized Officer stamp here